

**CAREER OPPORTUNITY
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **January 30, 2006**

Position Title: **Staff Attorney**

Closing Date: **February 17, 2006**

Classification Level: **CL 27 or 28 (43,615-84,979). Experienced attorneys may be appointed at higher classification levels.**

Term: One year term, with possibility of permanent appointment

Duties and Responsibilities

The position is located in the Clerk's Office, Operations Division and reports to the Legal Coordinator. The incumbent provides legal guidance and direction for the procedural management of the court's caseload; drafts clerk's procedural orders which facilitate case management; conducts the initial screening of cases; conducts legal research and provides legal memoranda to the court in emergency matters.

Qualification Requirements

Applicants must have a Juris Doctor degree from an accredited law school. Admission to practice before the highest court of a state or commonwealth of the United States is required for appointments at the CL 28 or above. The position also requires the following particular skills and abilities: knowledge of appellate practice and procedure; ability to analyze complex legal questions and provide proposed solutions; strong written and oral communication skills; and the ability to work quickly and accurately and to prioritize among competing demands.

Copies of law school transcripts, and a writing sample must be submitted with the application. The writing sample should be no more than 10 pages.

Hiring is contingent on successful background check and proof of citizenship.

Benefits

Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by more than 12 insurers. The government contributes part of the premium; the exact percentage depends on the plan selected; paid vacations: from 13 to 26 days per year depending on length of federal service; sick leave: 13 days per year.

Send résumé, cover letter, copy of law school transcripts, and short writing sample to:

Patricia Moore
22409 U.S. Courthouse
601 Market St.

Philadelphia, PA 19106-1790

EQUAL OPPORTUNITY EMPLOYER